

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **RAIL TRANSPORTATION MANAGER II**

POSITION TITLE: **CHIEF, OFFICE OF RAIL EQUIPMENT & TRACK CONSTRUCTION**

SALARY: **\$6938 - \$7653**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **SEPTEMBER 24, 2009**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Chief, Division of Rail, a CEA II, the Rail Transportation Manager II has the responsibility to plan, organize, coordinate and direct legislative mandated intercity rail programs. Activities undertaken at the discretion of the Department relate to rail crossing safety projects and implementing all major construction projects in the intercity rail program which concern the improving of track, signalization and rail related facilities. This includes working with major railroads (including class-one railroad and major short lines) and operators to ensure completion of all contract deliverables, and to ensure the Department is in full compliance with all contract requirements. The incumbent is responsible for administration of the Division of Rail's equipment program including the procurement, maintenance and financing of rail rolling stock. Responsibilities include, but are not limited to:

- Responsible for project implementation of capital projects for track and signal improvements to major railroads in support of Caltrans Intercity service. This activity allows the Department to construct rail projects that improve travel time and increase train frequency. Coordinates with Office of Rail Capital Project Development and with railroads to implement the improvement projects including project selection, negotiating both project design and construction agreements with the railroads, overseeing project construction and

ensuring the Department and the railroads are in compliance with contractual requirements.

- Oversees the State Rail Crossing Safety Activities. This includes three major programs that are mandated by either state or federal law. The Federal 130 Rail Crossing Improvement Program requires working with the California Public Utilities Commission, local agencies and railroads to improve existing crossings by upgrading the surfacing, adding or upgrading lights, gates and signal systems to improve safety. The 190 Grade Separation Fund works with the same entities to improve safety by eliminating crossings and providing a grade separation to replace the existing crossing. The 1103 Rail-highway Crossing Hazard Elimination Program works with the railroads and local agencies to improve safety by eliminating crossings with either closures or providing alternative access not requiring a crossing.
- Oversees construction of the jointly owned State and Amtrak Oakland Maintenance Facility for maintenance of state-owned intercity rail equipment. Serves as State's Project Manager with authority to approve change orders, invoices and final acceptance of the Project.
- Ensures that the maintenance facility is constructed consistent with the plans and specifications and that project funds are spent appropriately.
- Oversees the environmental documentation for federal highway grade crossing safety projects and intercity rail transportation improvement projects; as mandated by state and federal law, environmental clearance is required when constructing a public works project with state and federal funds.
- Provides oversight to the Environmental Senior responsible for conducting project field reviews, performing analysis, and writing defensible mitigation for compliance with California Environmental Quality Act and National Environmental Policy Act.
- Reviews and approves environmental certifications for delivery and proper close out recordation.
- Oversees the funding and procurement of rail rolling stock and related equipment to improve and promote ridership on the Caltrans intercity rail system. Monitors the Amtrak maintenance and operation of state-owned equipment to ensure equipment is maintained and operated pursuant to manufacturers' recommended practices and contractual requirements and, where appropriate, that warranty work is completed and all warranty credits received. This activity is performed at the Oakland Maintenance Facility along with onboard inspections.
- Oversees on-call railroad engineering consultants to provide engineering review of all technical and commercial issues of proposed construction projects and other technical railroad issues. This includes negotiating contracts and amendments, approving invoices and evaluating the work performed.
- Oversees construction inspection including American with Disabilities Act compliance. Ensures that State funded intercity rail facilities such as stations and platforms comply with federal accessibility laws. This includes path of travel, signage station accessibility issues such as restrooms, drinking fountains, doors, telephones and other station amenities. This is performed by site visits during the construction.
- Assists the Rail Division Chief in the development of policy to be used in overseeing the Caltrans Intercity Passenger Rail Service in regard to existing and new service, capital projects, funding issues and marketing.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

### **Either I**

One year of experience in the California state service performing the duties of a Rail Transportation Manager I.

### **Or II**

#### **Experience: Either**

1. Three years of experience with a railroad or rail transit system as a general manager, division superintendent or maintenance regional manager or at an equivalent or higher level of responsibility. **or**
2. Four years of responsible experience in national, State or regional transportation and/or transit with at least two years of experience in railroad or rail transit system planning, development, operations or other areas of railroad or rail transit system expertise. (Experience in California state service must include one year performing duties equivalent to Rail Transportation Manager I.) **or**
3. Four years of experience with a railroad or rail transit system as an assistant general manager, assistant division superintendent or master mechanic or at an equivalent level of responsibility with at least one year of specialization in passenger commute or urban rail service. **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices in the planning and development of an intercity passenger, commuter, and urban rail program; minimum maintenance schedules and typical repair problems associated with various types of railroad equipment; administration of California financial aid to rail service; railroad labor agreements and work rules; railroad cost accounting; general principals of the operation of state, county, city, and special districts in the California rail industry and Federal Government; principals of supervision and management of personnel; principals of project management; department's equal employment opportunity and labor relations program objectives; a manager's role in the equal employment opportunity and labor relations program and the processes available to meet the program objectives; the Department's health and safety programs; principles and trends in rail transportation; public and business administration; principles of effective personnel management and supervision; principles of program budgeting.

**Ability to:** Identify the need for and provide creative solutions to resolve complex rail problems such as establishing and handling contract negotiations for passenger services; establish a spirit of cooperation and maintain effective working relationships with rail management and persons or agencies involved with or interested in rail programs; plan, organize, and direct the work of staff engaged in railroad operations or staff activities; identify the need for and provide creative solutions to resolve the most complex railroad problems such as negotiating and resolving problem areas in contracts; plan and recommend budgeting for the division's program goals.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in directing the work of staff involved in procurement, periodic major overhaul, routine maintenance and financing of rail rolling stock (includes working with Amtrak, major rail coach and locomotive manufacturers, and overhaul specialists), ensuring completion of all contract deliverables and Department compliance with all Federal Railroad Administration policies and regulations.

- Demonstrated experience in directing the work of staff involved in the locomotive or rail passenger car manufacturing process, locomotive or rail passenger car equipment inspection process.
- Demonstrated knowledge of basic principles and problems of intercity passenger rail operations, including maintenance schedules and repair problems associated with various types of rail passenger equipment.
- Demonstrated ability to meet project deadlines and budgets.
- Demonstrated ability in contract management and oversight including efficient use of resources.
- Demonstrated ability to work cooperatively and build partnerships with internal groups including the California Transportation Commission, consultants, rail industry officials, and department management and staff.
- Demonstrated knowledge of and ability to implement the Director's and Department's purpose, mission, vision and goals.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination /Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination result.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title and the MSP number 9MSP21** being interviewed for.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **SEPTEMBER 24, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (9MSP21)  
1727 30th Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE  
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

**For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.**